



**MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY  
LIBRARY AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON TUESDAY,  
NOVEMBER 26, 2019, AT 6:00 P.M. AT THE NEUTRA HOUSE  
183 HILLVIEW AVE, LOS ALTOS, CALIFORNIA**

**ESTABLISHED QUORUM AT 6:02 P.M.**

Quorum was established at 6:02 pm and the meeting was called to order. All Board members present, with the exception of Board Member Pepper, who arrived at 6:14 pm.

**PUBLIC COMMENT**

Pierre Bedard, member of the City of Los Altos Library Commission introduced new Library Commissioner Neville Gee. He was welcomed to the meeting with thanks to both Mr. Bedard and Mr. Gee for forging through the weather to attend the meeting.

**ITEMS FOR CONSIDERATION/ACTION**

1. Approval of Minutes

a. Special Meeting of 9/16/19

The Board considered draft minutes from the meeting on September 16, 2019. Board Member Epstein requested an edit on page 3, under budget discussion, to clarify the budget elements.

Board Member Fligor moved adoption of the revised minutes, seconded by Board Member Epstein.

The motion was approved 4-0.

AYES: Corrigan, Epstein, Fligor, Hill

NOES:

ABSTAIN:

ABSENT: Pepper

2. NCLA Task Force Update

Board Vice President Hill provided an update on Task Force activities, which are on schedule. The focus has been on the influencer interviews. Approximately 80 interviews have been conducted, with each one lasting about an hour. Board Member Hill indicated the Task Force seeks additional Los Altos Hills residents to be interviewed; she will be conducting follow-up to identify additional influencers in the Los Altos Hills community. The list of influencers will not be released; the feedback collected will inform the upcoming second survey. Two common themes from the feedback are the concern with lack of parking at the library and lack of awareness of library programs. Feedback consistently expresses amazement at all the Library offers. It was recommended a regular email could

notify residents of upcoming programs. However, it was pointed out, programs are at or above capacity now, another indicator a larger library is needed.

Board Member Epstein reported a recent experience as a subject of a phone survey. She described elements of the phone survey were consistent with the second survey in preparation by the Task Force, indicating the Task Force survey is on the right track.

Board VP Hill passed out a draft handout “Los Altos Library Funding & Governance Structure”, which is a chart of various groups involved in the Library Redevelopment Project. She provided another handout “Los Altos/Los Altos Hills Libraries Background for Commissions” by John Dixon, presenting a narrative description of each group represented in the chart. A third document about participants in the Library Redevelopment Project is in process and will be ready for review at a later time.

Other nearby public jurisdictions are starting to make decisions about future ballot measures:

- March 2020 ballot - Mountain View Whisman School District will place a \$256 million bond measure before voters.
- March 2020 ballot – Cupertino Union School District will move forward for public vote on a parcel tax in the amount of \$125, to raise \$4.3 million per year.
- March 2020 ballot – Foothill-DeAnza Community College District will move forward two items: an \$858 million bond for facilities and a parcel tax in amount of \$48 to raise \$5.5 million over 5 years.

The Board discussed how they might anticipate the number of new parcels resulting from new development projects in Los Altos. The number of new units should be noted in the Los Altos Planning Commission minutes.

### 3. Update on NCLA Fund Status

The Liaison reported that NCLA funds from the investment account in the City of Los Altos have been transferred to the Santa Clara County investment pool. However no written notification or confirmation has been received from the NCLA Treasurer or the County. The Liaison reported a meeting has been requested with the Treasurer to discuss the details around the transfer, clarification of review and approval of expenditures, and when NCLA will receive quarterly financial data.

The Board expressed frustration in obtaining financial records and expects an update at the next meeting. A recommendation was made to ask the auditor (Maze) to conduct an accounting of the NCLA monies deposited in the City of Los Altos investment account, the interest earned, and the monies returned. This request was initiated based on the difficulty in obtaining a status of the investment’s return, as financial reports were provided late and are confusing. The Liaison was directed to email a list of items needed to the two Los Altos Councilmembers if resolution is not reached in a timely manner.

On June 26, 2019 the Board adopted Resolution 2019-01 in a format provided by the County, to authorize opening an account at the County. At the September 16, 2019 meeting, the Board modified the minutes from the June 26 meeting to clarify the process of gathering Board signatures for approval of expenditures of NCLA funds. The Liaison, in consultation with Los Altos Deputy City Manager Maginot, recommend editing the Resolution from June 26 and returning to the Board for adoption to

reflect the current direction from the Board. The Liaison will agendize this item for the January NCLA meeting.

#### 4. NCLA Financial Update

The Liaison reported a new Finance Manager has been hired at the City of Los Altos, and she was able to provide an unaudited financial statement for FY 18-19, which is in the packet. The Liaison clarified with the Finance Manager that last fiscal year, FY 2018-2019, NCLA paid the costs of the NCLA Attorney and the Liaison. Previous discussions about the payment of these fees were reported differently, and the Liaison will discuss with City of Los Altos staff to ensure these sets of fees are paid in accordance with the agreement reached with the City Managers of the two cities.

Public Comment: Pierre Bedard stated the financial report is difficult to read with random entries (example \$411,000) stated and then removed.

#### 5. Consideration of Amendment to Section 12 of JPA Agreement for General Administrative Support

At the September 16, 2019 NCLA meeting, Board President Corrigan reported on a meeting with the City Manager of Los Altos, Town Manager of Los Altos Hills, Board Secretary Pepper and Board President Corrigan, to discuss payment of administrative support. These parties agreed the two member cities will split the costs from outside providers for auditing, legal and consultants, consistent with the JPA language. With regard to the consultant currently providing general administrative support, the NCLA will pay those costs directly, with NCLA Board approval, effective 7/1/2019.

Board discussion included the observation that in the last year or so, the NCLA has held many more meetings than was typical previously. The City of Los Altos has been providing staff support on financial information without charge, but City staff do not attend the NCLA meetings. Now there is additional consultant help for general administrative support, which NCLA is willing to pay for, in order to meet Brown Act provisions and other basic administrative needs.

A handout from the Authority Attorney recommended language to amend the Joint Powers Agreement as follows to allow for the agreement described above.

**“All administrative support staff serving the Agency shall be paid for with the Agency’s Operating Fund funded with revenues from a special tax or other lawful sources. Neither Member Entity shall be obligated to pay for such support staff out of its General Fund.”**

Board discussion focused on clarifying NCLA will pay for consultant work hired by NCLA, and that should be reflected in the amendment. The addition discussed and proposed in highlight is:

**“If NCLA chooses to hire a consultant for administrative support staff to serve NCLA, those costs the Agency shall be paid for with the Agency’s Operating Fund funded with revenues from a special tax or other lawful sources. Neither Member Entity shall be obligated to pay for such support staff out of its General Fund.”**

A question about dividing NCLA costs in a similar ration to member agency population was raised but the Board did not support further discussion.

Based on Board consensus, proposed JPA amendment language will be presented at the January meeting.

6. Transmittal of Annual Report on Levied Parcels

The Board received the annual report on levied parcels prepared by NBS. No further action was needed.

7. County Update

Nancy Howe, County Librarian, announced Marlene Iwamoto, Los Altos Community Librarian, will be promoting to a new position in the Santa Clara County Library District, reporting to the new Deputy Librarian. Her last day in her current role will be December 12<sup>th</sup>. Ms. Howe stated Ms. Iwamoto has been a wonderful Community Librarian and that she will be moving into a staff development role, which is an area of passion for her. The District has initiated a national recruitment for the Community Librarian position. In the meantime, Rose Baisa, Children Supervising Librarian, will be the Acting Community Librarian beginning December 16<sup>th</sup>. Ms. Baisa has served as Acting Community Librarian in Saratoga previously.

Ms. Iwamoto stated it has been a real pleasure serving the Los Altos community.

The Board thanked Ms. Iwamoto for her excellent service to the community, and wished her well in her new position.

In response to a question, County Librarian Howe stated Ms. Iwamoto will be available to respond to questions related to the Library Redevelopment Project, subject to availability. The County Library is one system.

County Librarian Howe reported the City of Cupertino authorized \$10 million toward the second story update to their library, based on usage data indicating an expansion is needed. This will provide more meeting space. She stated Los Altos led the way in renovating years ago, now Los Altos is outgrowing the existing building.

## **INFORMATIONAL ITEMS**

Receive information and announcements from Liaison / City Staff

## **COMMISSIONERS' REPORTS AND COMMENTS**

Board President Corrigan reported noting an ad for the Las Vegas library in the Las Vegas airport. It was unusual and noteworthy.

## **POTENTIAL FUTURE AGENDA ITEMS**

Upcoming Meetings:

- 1/13/2020 (Orchard Room, Los Altos Library)

- Tentative Meeting: 2/3/20 for Task Force Update

#### **FUTURE AGENDA ITEMS:**

- **Library commission will discuss at their next meeting hosting a meeting with all parties involved in the Los Altos Library Redevelopment Project. The Board asked for an update report at the January meeting.**
- **Consideration of a JPA Amendment to Section 12 to address administrative support.**
- **Consideration of revision to resolution with instructions to Santa Clara County on management of NCLA funds (revision to Resolution 2019-01)**

#### **ADJOURNMENT**

##### **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.